

INVITATION FOR BIDS (IFB)

Issuing date of the IFB: July 5, 2021

INTERNATIONAL COMPETITIVE BIDDING

The Republic of Ghana
Ministry of Communications & Digitalisation
e-Transform Project

Development of Educational Portal for Senior High Schools in Ghana

Credit No IDA 5304-GH

IFB No: eTransform/RComp3.2.2 – GH-MOC-156677-NC-RFB

1. This Invitation for Bids (IFB) follows the General Procurement Notice (GPN) for this project that appeared in UNDB issue No WB5553-11/14 of November 4, 2014.
2. The Government of Ghana has received a credit from the International Development Association toward the cost of *the eTransform Project*, and it intends to apply part of the proceeds of this *credit* to payments under the agreement(s) resulting from this IFB: Development of Educational Portal for Senior High Schools in Ghana *for the Ministry of Education (MoE)*.
3. The *Ministry of Communications & Digitalisation* will serve as the implementing agency for the project, and now invites sealed bids from eligible Bidders for Development of Educational Portal for Senior High Schools in Ghana” for the Ministry of Education (MoE), including;
 - Development of Cloud Based Education Portal (for Teachers, Students, Parents etc).
 - Implementation of Educational Portal for Senior High Schools in Ghana. The Firm shall carry-out Software Installation/ Development of blueprint/ Customization/ Configuration/ Integration of e-Education Portal system, related change management and process re-engineering activities as per the e-Education Portal requirements.
 - Integration and interfacing the Educational Portal application and other educational application infrastructure provided by GoG. including integration with legacy e-Content systems at various MoE and GES and other Educational Portal system application.

- Training, operation, support and maintenance of the Portal platform to the 202 SHS for a period of 1 year.
- Deployment of the Portal Software Application Infrastructure at the National Data Centres in Accra and Kumasi for redundancy.

Implementation arrangements:

- a. The Educational Portal is planned to be implemented in a phased approach, starting with a phase 1 covering 20 SHS schools within 6 months, and phase 2 for deployment to 182 SHS schools for another 6 months and 1 year of O&M from Go-Live (overall duration of project is 24 months).
- b. The Firm shall develop system requirement specification, blueprint and related change management plan; train the various stakeholders to use the Educational Portal on their own during implementation of this assignment and provide necessary support for system testing and shall set up Helpdesk support platforms.
- c. The Firm shall provide all requisite tools to monitor the SLAs and overall health of the Education Portal in Ghana.

The Firm is expected to demonstrate the following core competencies:

- **Portal development:** The firm should demonstrate expertise in developing a highly robust and scalable online portal that is user friendly, easy to navigate, and easy to maintain, based on blueprint document, a well-developed content management system and back-office system.
The firm should demonstrate experience in showcasing relevant educational portal content, preferably for secondary education, for the intended user community of teachers, students, Parents and other stakeholders.
- **User adoption and uptake:** The firm should show experience in developing portals that actually produce a high user uptake and adoption and demonstrate the usefulness of the educational portal developed.
- **Operations and maintenance:** The firm should have practical know-how in simplifying the operations and maintenance of an online portal, especially for a public sector agency, for the long-term use of the portal.

4. Bidding will be conducted using the International Competitive Bidding (ICB) procedures specified in the World Bank's Guidelines: Procurement of Goods, Works, and Non-Consulting Services under IBRD Loans and IDA Credits & Grants January 2011 Revised July 2014 and is open to all Bidders eligible as defined in these Guidelines that meet the following minimum qualification criteria.

a) Experience

The Bidder must have

- (i) Successfully completed at least one (1) contract with similar functional/technical characteristics and of a comparable scale, each of which were of at least USD 2 million in value, during the past five (5) years for the Development/Customization, Implementation and Maintenance of

Educational Portal System. In the case of a Joint Venture, the Lead Partner shall have led at least one of the two above contracts.

- (ii) Successfully implemented Educational Portal Solution for a government school or private school in last 5 years.

b) Technical Capacity:

- (i) The Bidder shall have experience in Software Installation/Development/Customization/Configuration/Integration with 3rd party application as per e-Educational System requirements.
- (ii) The Bidder Shall have offices in Ghana or local partners or should furnish an undertaking that in case of being selected and awarded the contract it will set-up an operational office for Educational Portal project in Accra, Ghana before award of contract.

c) Financial Capacity

- (i) Minimum average annual turnover of USD 3 million calculated as total certified payments received for contracts in progress or completed within the last five (5) years (2015 -2020). Bidders are required to submit audited balance sheets and income statements for the last five (5) years as part of their financial statements.
- (ii). Demonstrate evidence of the firm's liquidity in the form of cash flow, liquid assets and/or credit lines net of other ongoing commitments at the minimum required amount of USD 2 million.
- (iii) Each joint venture member or sub-contractor undertaking a significant portion of work under this contract (20% or greater of the estimated value of the contract) must be financially stable, with gross revenue base of at least US\$2 million annually over the last three (3) years, and liquid assets of at least US \$1 million.

- 5. Interested eligible Bidders may obtain further information, and inspect the bidding documents at the address given below for purchase of the bidding documents from 9:00 a.m. to 5:00 p.m. A pre-bid meeting which potential bidders may attend virtually will be held on **July 16, 2021 through Microsoft Teams. Interested bidders should send an email to piu.etransform@moc.gov.gh; to be given access/link to join.**
- 6. A complete set of bidding documents in English may be **downloaded or emailed free of charge. Soft copies of the bidding documents are available free of charge online, but hard copies may additionally be purchased** by interested eligible Bidders upon the submission of a written application to the address below and upon payment of a nonrefundable fee of Five hundred Ghana Cedis (GH¢500.00) or one hundred US Dollars (US\$100.00). The method of payment will be cash or bank draft in the name of the Ministry of Communications & Digitalisation. **The document may be directly downloaded from the website (www.moc.gov.gh)** and/or collected at the address given below. The document may be directly collected at the address given below or be sent by courier upon specific written request and payment of an additional non-refundable amount for US\$150.00 for overseas delivery costs or GHS200.00 for local delivery costs by the bidder.

7. Bids must be delivered to the address below at or before: **11:00hours GMT on August 26, 2021**. Electronic bidding **will** be permitted. **All bids must be accompanied by a Bid Security of not less than fifty thousand US Dollars (US\$50,000.00) or an equivalent amount in the local currency or a freely convertible currency. Late bids will be rejected.**

For bid submission, bidders will send submissions to the specified email addresses in the bidding documents (also specified in the Address) with either: (i) the encrypted bid or (ii) password protected documents as an attachment(s). In the case of password protected bids - within one hour after the bid submission deadline bidders must send the password of their password protected bids to the email address specified in the bidding documents.

Bids **may or may not** be publicly opened in the presence of Bidders' designated representatives and anyone who chooses to attend at Address below, but Minutes of Bid opening shall be shared with all bidders by email.

But if Bids will be opened publicly then it will be opened at the address below at **11:00hours GMT on August 26, 2021**, in the presence of Bidders' representatives who choose to attend.

8. The attention of prospective Bidders is drawn to (i) the fact that they will be required to certify in their bids that all software is either covered by a valid license or was produced by the Bidder and (ii) that violations are considered fraud, which can result in ineligibility to be awarded World Bank-financed contracts.

The address for **Purchase of the Bidding Document** referred to above is:

Address for Purchase of Bid Documents	Address for Submission of Bid Documents
The Chief Director Attn: The Project Coordinator eTransform Project Room 39 Fifth Floor, Ministry of Communications & Digitalisation Office Complex Abdul Diouf Street, near Kofi Annan ICT Centre of Excellence P.O. Box M.38, Ministries, Accra Ghana Digital Address: GA-079-0539 Email: piu.etransform@moc.gov.gh URL: www.moc.gov.gh	The Chief Director Attn: The Project Coordinator eTransform Project Conference Room Sixth Floor Ministry of Communications & Digitalisation Office Complex Abdul Diouf Street, near Kofi Annan ICT Centre of Excellence P.O. Box M.38, Ministries, Accra Ghana Digital Address: GA-079-0539